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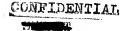


15 October 1951

CAREER SERVICE COMMITTEE

Vorking Group on EMPLOYEE RATING

25X1A		
!	Acting Chief, Personnel Branch,	
	Office of Policy Coordination.	
	Room 10hh, "K" Building,	25X1
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,	Office of Personnel Studios and Procedures Staff,	
	orrace of rersonnel.	
	Room 203, Worth Building,	25X1
25X1A		
	Chief, Administrative Staff,	
	Office of Research and Reports	
	Room 212' Buildings	25X1
25X1A	, .	
	Chief, Testing and Evaluation Staff,	
	Ulike of Training.	•
	Room 221, Central Building,	25X1
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	Deputy CI A Librarian,	
V.	Office of Collection and Dissemination	
	Room 10hOs "LM Buildings	25X1
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15 October 1951

Working Group on EMPLOYEE RATING

Problem:

To recommend to the Career Service Committee a system or systems for rating employees and for evaluating their on-the-job performance that can be immediately installed on an "experimental" basis; to recommend whether there should or should not be, in addition, a report containing an estimate by the supervisor of the employee's potentiality and recommendation for future assignment together with a statement by the employee of his preference for future assignment; to ensure that rating systems recommended can be integrated into a Career Service program; to recommend methods of approaching uniformity in rating standards and to ensure that ratings are responsive to job duties and responsibilities; to recommend procedures for use of the respective offices in handling employee ratings, to recommend procedures for issuance and notification of ratings, and for review and appeal techniques.

References:

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1. "A Program for the Establishment of a Career Corps in the Central Intelligence Agency," dated 7 August 1951

paragraph C page 10
paragraph B pages 11-13
appendix G pages 35-36
appendix I paragraphs 2,3,4 page 38
paragraph B pages 40-44
paragraph CI pages 44-45

paragraph E pages 48-49
Appraisal Forms and Charts (last nine pages of 7 August "Program...")

2. "Selected Comments by the Several Offices on Employee Evaluation." (attached)

	3.	Report o	of CIA	Efficiency							
25X1A9A	1950.				Please	have	copies	of.	this	report.	,)

4. Proposed CIA Rating System and Systems of other Agencies approved by Civil Service Committee.

- 5. Experimental Performance Evaluation system in use in CIA Library. (will make these materials available.)
 - 6. "Status and Efficiency Report" CIA form 51-53. (attached)
 - 7. Public Law 873, "Performance Rating Act of 1950." (attached)